



Social Work Supervisor

Department: Social Services

Class Code: 4126

EEO Code: 22

FLSA: E

Effective: 01/12/1994

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in supervising and coordinating activities of unit staff assigned to selected cases and programs; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Assigns caseloads and related duties, and coordinates activities of staff; assists agency staff members through individual and group conferences in analyzing case problems; reviews case records and evaluates performance of staff members and recommends indicated action; participates in developing and implementing agency administrative policy; recommends policy changes based on evaluation of program effectiveness; trains new employees in areas such as agency policy, department procedures and agency or government regulations; evaluates social service programs; makes decisions on controversial cases or presents them for higher level action; handles difficult and unusual cases; responsible for on-call emergencies; serves in a liaison capacity to other agencies and groups; monitors expenditures of the unit's programs; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principals and practices of effective supervision; of social work principals, practices and treatment modalities; of laws, policies and regulations related to social service programs.

Considerable skill in planning and supervising work activities, including service delivery, training, record keeping duties and organizational operations; in developing and maintain good working relations with internal and external customers; in applying treatment and intervention approaches. Ability to make home visits.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a baccalaureate level major in social work or related field and five years of social work experience; or an equivalent combination of training and experience. MSW degree preferred. Must possess a valid Virginia vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
